

## **Filing an Open Records Request With the Department of Insurance**

Kentucky law allows all individuals the right to request and/or inspect public records maintained by the Commonwealth of Kentucky. The first step in obtaining records from the Department of Insurance is to make your request in writing. This may be done via hand delivery (during regular office hours), email, facsimile, or first class mail. The records requested must be described with enough specificity to allow the public agency to identify and locate the records. (KRS 61.872 et. seq.) If you live or work outside the county in which the records are located and you *precisely* describe the records requested, the Department will mail the copies to you. In some cases the records may be faxed or sent via email, depending on the amount and type of records involved.

The Department is obligated to *respond* to your request within three (3) business days of the *receipt* of your request. If the record(s) being requested are not readily available for inspection and/or copying, the Department will immediately notify you of the delay and advise you of a date and time when the records will be available for inspection and/or copying. (KRS 61.872(5)). Please note that some records may not be available due to the Department's retention schedule. (KRS 304.2-150(4)).

Certain records are excluded from the Open Records Act and subject to inspection only upon order of a court of competent jurisdiction. Generally, they are: records containing information of a personal nature where public disclosure would clearly constitute an invasion of personal privacy; records confidentially disclosed to the Department, generally recognized as confidential or proprietary. (KRS 61.878 et. seq.)

Pursuant to KRS 304.4-020 et seq., 806 KAR 2:030(1) and 806 KAR 4:010 et. seq., the Department may charge fees for certain records requested. Please review these laws at <http://www.doi.state.ky.us/kentucky/laws.asp> for further clarification.

If your request is denied, you may file an appeal through the Attorney Generals Office for review of the Department's actions. For more detailed information on your rights in requesting public records, please visit the Kentucky Attorney General's web page <http://www.law.state.ky.us/> and review their publication: *Protecting Your Right to Know: The Kentucky Open Records and Open Meetings Act*. (Located under "Open Records and Opinions").

The Legal Services Division of the Department of Insurance (DOI) wishes to make it easier for you to request public records from this office. If you want to request a public record from DOI, please complete the form below.

When making your request, we ask that you supply your name and full address so that we can mail the records you request. Also supply your daytime phone number in case we need to contact you for further information. Please use the Comments box to describe *with specificity* the documents or records you desire. Some records may not be available due to the DOI retention schedule. Therefore, please be as specific as possible to aid us in fulfilling your request quickly.

Please note the Kentucky Department of Insurance charges certain fees for copying records. Typical documents are \$.30 cents per page. Financial documents are \$1.00 per page. Copies of Administrative Regulations are \$.25 per page. Certification of records is \$5.00. (KRS 304.4-010 et seq., 806 KAR 2:030(1) and 806KAR4: 010 et seq.)

Your Name	
Address	
Address 2	
City	
State	
Zip	
Daytime Phone Number	
E-Mail Address	
Comments	
Comments 2	

Submit form or mail your request along with your check (**made payable to the KENTUCKY STATE TREASURER**) to:

Margaret L. Shreve, Open Records

PO Box 517

Frankfort KY 40602-0517

(502) 564-6032, ext 4242

(800) 595-6053, ext. 4242

Fax (502) 564-1456

Email: [margaret.shreve@mail.state.ky.us](mailto:margaret.shreve@mail.state.ky.us)